



## Job Announcement

<http://www.mdcourts.gov>

<b>Opening Date:</b>	May 7, 2015	<b>Closing Date:</b>	May 21, 2015
<b>Job Title:</b>	Supervisor I	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	001054	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Wicomico District Court Salisbury, Maryland	<b>Grade/Salary:</b>	J09 \$36,913 - \$43,882 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

### OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

#### Essential Functions:

The Supervisor I oversees and performs a variety of complex, specialized and routine clerical functions. These functions include: entering daily motions into the computer system, and pulling subsequent files for the Judge's ruling. This position oversees entering rulings into the system, and mailing copies to all parties. The Supervisor I oversees the work of five subordinate clerks, assigns trial dates for new cases and provides this information to various departments. This position types orders for the Judge, and sets contested and recusal cases to adhere to the court and attorney's schedules. This position also maintains dockets, files case documents, and maintains the civil calendar. The Supervisor I evaluates work of subordinate staff and provides training and coaching as needed. This position also provides backup as needed and assists the public at the counter and by phone. The Supervisor I is responsible for submitting reports, overseeing the civil mediation program, and file management. This position also acts as back-up to the County Clerk and performs other related duties as assigned.

**Education:** Completion of a High School Diploma or GED accredited program.

**Experience:** Five years of general clerical experience, three of which must have been in a trial or appellate court.

**Preferred:** Completion of CPC, CS/MC, ICM

**Skills/Abilities:** Knowledge of proper office procedures and policies. Knowledge of District Court and Maryland Judiciary policies and procedures. Knowledge of Maryland Judiciary HR policies and procedures. Knowledge of Maryland rules. Knowledge of systems and equipment required to support work of civil department. Ability to maintain confidentiality and professionalism. Ability to resolve unusual situations in accordance with established procedures. Ability to train, organize, assign, coordinate, evaluate and review work of subordinate staff. Ability to deal tactfully and impartially with a diverse group of employees & customers. Ability to accept responsibility for the position. Ability to work at acceptable levels of accuracy. Ability to communicate effectively, orally and in writing, with a diverse group of individuals. Ability to work within established time constraints and meet fixed deadlines. Ability to perform legal research. Ability to perform all essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below by 4:30pm on the closing date. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.**